MicroFiler™

Operator's Manual

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MicroFiler™

By Jim Harrison

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MicroFiler™

OPERATOR'S MANUAL
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INTRODUCTION

I. OVERVIEW

Congratulations! You have just purchased one of the finest software tools available to use with your Atari computer. **MicroFiler,** by MPP, is designed to allow you to easily and conveniently enter, organize, store, and retrieve nearly any kind of information. Any information you might keep in a 3x5 card file can be stored using **MicroFiler.** But more than just storing data, **MicroFiler** allows you to browse through the information, search for specific entries quickly and easily, add or find averages of numeric information, and, if you have a printer, print the information in any format desired from simple lists to mailing labels.

Uses for **MicroFiler** include mailing lists for holiday greeting cards, clubs, or small businesses; household inventories; cataloging collections such as stamps, books, and records; recipes; expense records; and much, much more.

II. DEFINITIONS AND TERMS

Throughout this manual, various terms are used with which you need to be familiar in order to quickly learn to use **MicroFiler.** Those terms are defined in the glossary (Appendix A) at the back of this manual. Messages, questions, or instructions from **MicroFiler** are explained in Appendix B.

III. REQUIRED EQUIPMENT

- Atari Home Computer
- Atari 410 or 1010 Cassette recorder
  OR
  Atari compatible disk drive
- Blank tape or disk

IV. OPTIONAL EQUIPMENT

- 40 or 80 column printer

1. GETTING STARTED

I. PREPARING FOR DATA STORAGE

If you will be using a cassette recorder to store your data files, be sure that your recorder is plugged in and connected to the computer. (See your cassette recorder manual if unfamiliar with this operation.) Have a tape ready on which you will record your file. (Remember: any data or programs already on the tape will be lost. Be sure the tape is either blank or has unwanted data or programs on it.)

If you will be using a disk drive to store your data files, you must first prepare a disk by formatting it using Atari DOS option I. Do NOT write DOS files to this disk. See your DOS manual if unfamiliar with this operation.

NOTE: Only one data file may be stored on each disk.

II. LOADING CARTRIDGE

Turn off computer. Insert **Microfiler** cartridge into cartridge slot, label side toward you. Be sure cartridge is firmly in place. Turn computer and accessories on.

III. MAIN MENU

After loading the cartridge, the **MicroFiler** main system menu will appear on the screen. From this menu, you may select one of three options:

1. CREATE FILE
2. LOAD FILE
3. RESUME

Detailed explanations of these options follow.

2. CREATING A DATA FILE

MicroFiler has been designed to allow you to create data files quickly and easily. After selecting option 1, "Create File", from the Main Menu, the screen will be blank (except for the heading "CREATE DATA ENTRY SCREEN" and the cursor in the upper left corner). All you do to create your data entry screen is move the cursor anywhere on the screen and type the field labels, fields, titles and other enhancements as desired. To move the cursor you hold down the <CTRL> key and press any one of the four cursor direction arrow keys. All of the normal Atari editing features are available to you when creating a file including insert and delete characters and insert and delete line.

Data fields can be of one of three types: normal, character, and numeric. Normal fields can have any alphabetic or numeric characters and any special symbol except the backwards slash (\), the exponentiation character (^), and the vertical bar(|). A character field is just like a normal field except that an entry will be required in this field when entering data. A numeric field must contain a valid number or be left blank.

Data fields are defined on the screen with inverse characters. To type inverse characters, first press the inverse key (the Atari logo key on the 400 and 800 models and the key on the XL models), then type the characters desired. Normal data fields are defined by all inverse blanks. Character data fields are defined by typing an inverse 'C' in the first position of the field. Numeric fields are defined by typing an inverse 'N' in the first position of the field (See Fig. 1).

NOTE: Since inverse characters define data fields, they can't be used anywhere else. For example, you could not have inverse characters in the title at the top of the screen.

Let's create a sample data file now. You are the Secretary/Treasurer of the local computer club known as the Honorable Association of Computer Kindred (HACK). You are in charge of keeping records on all members including name, mailing address, phone number, date joined, dues, etc. You have (wisely) decided to use **MicroFiler** to make this task a snap. Let's go through the create data file process step by step. Be sure you have a cassette or disk prepared on which to store data.

I. **TITLE.** It isn't necessary to have a title displayed on the screen, but it usually adds a nice touch. At the top of the screen in the center type:

H*A*C*K
CLUB ROSTER

(See Fig. 1). Remember: you can use any of the editing features, so if you initially type the title too far to the left or right, use the insert or delete character keys to center it.

II. **FIELD LABELS.** The first field you need is one for last name. Move the cursor down the screen a few lines and then to the left margin and type:

LAST NAME:

(see Fig. 1).

III. **FIELDS.** You have decided the name field should be a character field 15 spaces long. To the right of its label you should type an inverse 'C' followed by 19 inverse spaces (see Fig. 1). Notice that, once you press the <RETURN> key or any cursor direction key, the inverse mode is disabled. You will not usually have to press the inverse key again to disable the inverse mode.

Continue creating your data entry screen by typing the remaining labels and fields as shown in Fig. 1.

IV. **GRAPHICS CHARACTER ENHANCEMENTS.** Any character on the Atari keyboard can be used in the data file design including the graphics characters. The box around the title of the sample club file uses some of these graphics characters (see Fig. 1). The corners are <CTRL> 'Q', <CTRL> 'E', <CTRL> 'Z', and <CTRL> 'C'. The horizontal lines are <CTRL> 'R' and the vertcal lines are <SHIFT> '=' (the normal vertical bar character). See your computer manual for more information on the graphics characters.

V. **ALL DONE.** When you are finished creating the data entry screen, simply press <START>. You are now ready to enter data.

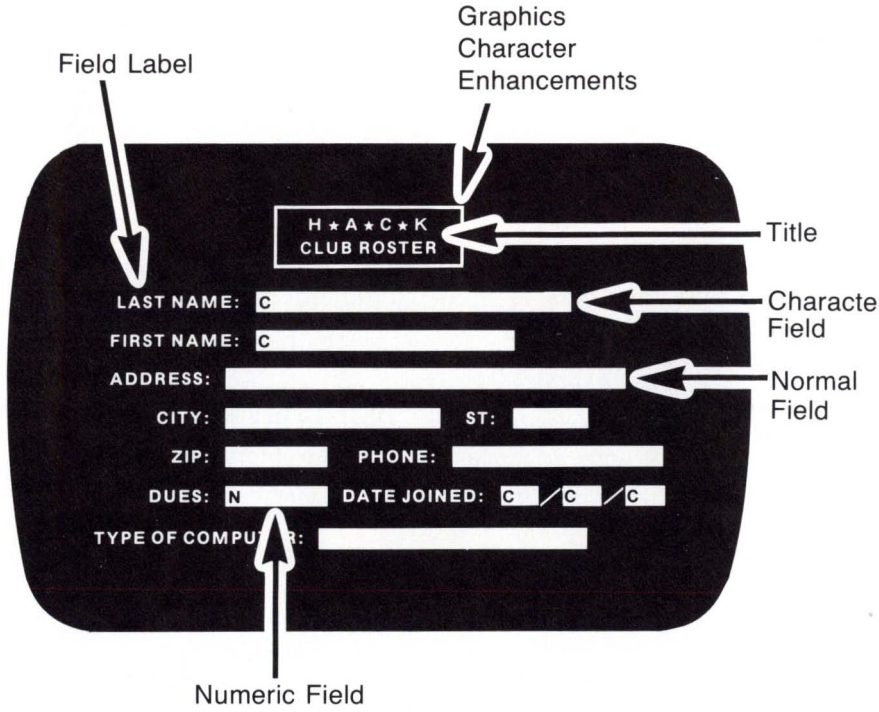

Field Label
Graphics
Character
Enhancements
H★A★C★K
CLUB ROSTER
Title
LAST NAME:
FIRST NAME:
ADDRESS:
CITY:
ST:
ZIP:
PHONE:
DUES:
N
DATE JOINED:
C
C
C
Character
Field
Normal
Field
Numeric Field

FIG. 1

3. ENTERING DATA

After you have completed the data entry screen, the computer will display a list of options at the top of the screen and a message line at the bottom (see Appendix B). To select an option, type the highlighted (inverse video) letter of the desired option. Select the data entry option now by typing an 'E'.

I. CURSOR CONTROL

One of the first things you will notice after selecting the Enter option is that you now have a flashing cursor. Further experimentation using the cursor control keys will reveal that the cursor will move to the data fields only. Entering data is a simple matter of typing the desired information in each field. Pressing <RETURN> will automatically advance the cursor to the next field as will <CTRL> <↓>. Typing to the end of a field will also cause the cursor to automatically advance. <CTRL> <↑> will move the cursor one field back. <CTRL> <→> or <CTRL> <→> will move the cursor forward and backward in a field until one end or the other of the field is reached. Then the cursor will jump to the next field forward or backward. <BACK S> will back the cursor up but will not erase characters.

II. CORRECTING ERRORS

If an error is made before moving to a different field, simply backspace and correct the error. The backspace key will not cause characters to be erased as it normally does. To erase, backspace (or <CTRL> ⇐) then press the space bar to erase unwanted characters.

If an error is detected in a field after you have left that field, simply move the cursor back to that field using the cursor control keys (or <RETURN>) and correct the error.

III. COMPLETING THE ENTRY

When the fields of a record have been completed and all corrections made, press the <START> key to enter the record into memory. The fields will be blanked and the cursor will return to the first field and you are ready to enter more data.

IV. CHARACTER FIELDS

As discussed earlier, character fields can contain any characters but they MUST contain an entry. If a field defined as character is left blank when you press <START> to complete the entry, the cursor will return to that field and a message will be displayed on the message line at the bottom of the screen. Complete the entry for that field and press <START> again.

V. NUMERIC FIELDS

Numeric fields are not required to have an entry, but if they do, it must be a valid number. Permissible characters are '0' to '9', a decimal point, and a minus sign. If a numeric field contains an invalid character when the <START> key is pressed, the cursor will return to that field, and a message will be displayed. Correct the entry (or erase it), and press <START> again.

For practice, and for a demonstration of other features of **MicroFiler,** type in the records as shown in Fig. 2. When you have entered all the records desired, press the <OPTION> key. This will return you to the option mode where you may now select from one of the options displayed at the top of the screen.

SAMPLE RECORDS FOR
H*A*C*K CLUB

Ed Jones
1942 Oak St.
Portland, OR 91234
Phone: 503 111-2222
Dues: 4.50
Joined: 09/01/82
Computer:

Bill Henderson
P. O. Box 432
Portland, OR 96123
Phone: 503 999-8888
Dues 3.5
Joined: 08/23/81
Computer: Atari

Jim Adams
1123 NW 49th
Portland, OR 91234
Phone: 503 333-4444
Dues: 5.00
Joined: 06/01/83
Computer: Atari

Fred Smith
1234 N. Elm Ave.
Portland, OR 97223
Phone: 503 222-3333
Dues: 5.00
Joined: 01/15/83
Computer: Atari

Jeff Carter
Box 2345
Sometown, NY 12345
Phone:
Dues: 6.00
Joined: 10/15/82
Computer: Apple

Fig. 2

4. RETRIEVING DATA

Select this option by typing an 'R'. A new list of options will be displayed at the top of the screen.

a. FWD. This option allows you to step forward through the entries one at a time.

b. BWD. This option allows you to step backward through the entries one at a time.

c. RST. This option resets the file to the beginning and clears the screen.

d. SCH. This option allows you to search any field for a particular entry, then display all records found. Searching is explained in more detail in the section 5.

e. CNG. Select this option to change any entry. Move the cursor to the desired field, make the change or changes, then press <START>.

f. PRT. If you have a printer, selecting this option will print the contents of the screen. Any non-printable characters, such as the graphics characters, will be omitted.

g. DLT. Select this option to delete an entry. First step forward or backward to find the entry to be deleted (or use the search option) and type 'D'. To avoid accidentally deleting records, a message asking you to verify your intentions to delete the record will be displayed. Respond with a 'Y' to delete the record or an 'N' to abort this procedure.

h. SUM. This option will display a sum of each numeric field. The dues amounts in the sample data (Fig. 2) are 5.00, 4.50, 3.50, 5.00, and 6.00. Selecting this option with this data would result in "24" being diplayed in the "DUES" field.

i. AVG. This option will display an average of each numeric field. Selecting this option with the sample data (Fig. 2) provided would result in "4.80" being displayed in the "DUES" field. When necessary, averages are rounded to two decimal places.

5. SEARCHING

After selecting the search option, you will be prompted for a search key. Any field can be used as a search field. First, move the cursor to the field on which you wish to search, then enter the desired search key. Press <START> to begin the search. To step through the retrieved records, simply press <START> again. The search will end automatically when the end of the file has been reached, or you may discontinue the search at any time by selecting any of the other retrieve options at the top of the screen. Pressing the <OPTION> key will return you to the main option list.

The following is a discussion of each type of search key. If you typed in the suggested data for the computer club (Fig. 2), you will be able to try each of the following searches.

I. GENERAL SEARCH

After moving the cursor to the desired field, simply type the characters for which you are searching. For example, to find everyone in the computer club file whose first name is 'ED' simply move the cursor to the first name field, type 'ED', then press the <START> key. If there are any 'ED's in your file the first one will be displayed on the screen. You will be prompted to press <START> to continue the search. In the general search mode, the entire field is searched for the search key you provided. Therefore, if there was a 'FRED' in your file that record would have been retrieved also.

A question mark (?) can be used as a "wild card" character, meaning "any character can be here." For example, if you want to retrieve everyone in your file whose zip code begins with '123' it would not work to simply type '123' for a search key since this would retrieve zip codes with '123' anywhere in the code. In other words, it would retrieve '12345', but it would also retrieve '96123' or '41235'. To solve this problem, the question mark can be used to describe a more specific search key. To find everyone whose zip code begins with '123' type '123??' for the search key. This will also solve the "ED finds FRED" problem described in the previous paragraph. Simply type 'ED' and fill the remainder of the first name field with question marks.

II. SORTED SEARCH

If you want to find everyone in your club list file whose last name begins with 'H', you could type an 'H' and fill the remainder of the last name field with question marks. Another way to do this is to type an 'H' followed by the backward slash (\ ) (found on top of the ' + ' key). The backward slash terminates the search key and defines the part of the field to be searched. In other words, 'H \' means "search for an 'H' in the first position of this field." The entire file will also be sorted on this field. This way, not only will all of the last names beginning with 'H' be found, but they will also be retrieved in alphabetical order.

If you want to limit the search key to the beginning of the field, but do not want the file to be sorted on that field, use the vertical bar (|) (above the ' = ' on the keyboard) in place of the backward slash as described above.

III. RANGE SEARCHING

Suppose that you want to find everyone in your file whose last name begins with 'H' through 'L'. This can be done in one of two ways. If you want the retrieved records to be in alphabetical order, then specify the range with this search key: 'H\L'. If you do not want the file sorted but you do want to specify a range then use the vertical bar (|) to separate the 'H' and the 'L': 'H|L'.

Any number of characters can be specified on either side of the slash or vertical bar. For example, these search keys would find everyone whose last name begins with 'HAR' to 'HEC': 'HAR\HEC' or 'HAR|HEC'.

IV. MULTIPLE FIELD SEARCHING

Suppose you are trying to find someone in your club list but you just can't remember his last name! You know that it starts with an 'H' and you remember that his first name is 'BILL' (or was it 'WILLIAM'?). To solve this otherwise complicated searching problem, type 'H\' in the last name field and 'ILL' (this will find 'BILL' or 'WILLIAM') in the first name field, then press <START>. You should now be able to find the mystery person quickly by stepping through the names retrieved one at a time (by pressing the <START> key) until you locate him.

Any number of multiple keys can be used. However, be aware that if you use a backward slash in more than one field, the file will be sorted on each of these fields in the reverse order that the fields appear on the screen. In other words, with the club list file described in the preceding paragraphs, if you typed 'H\L' in the last name field and 'A\K' in the first name field, the file will first be sorted on the first name field and then on the last name field. In most cases, this will be no problem, but it is advisable to define only one search field and to define ranges or limits in other fields using the vertical bar.

V. FULL RECORD SEARCHING

In some situations you may want to be able to search the entire record rather than just one field. This is done by typing the search key followed by the exponentiation character (∧) (found on the '*' key) in any field. This will cause the entire record to be searched for the character(s) specified by the search key.

VI. SORTING ONLY

To sort the file on a field, simply type a backward slash in the desired field and press <START>.

6. SAVING DATA FILE TO DISK OR TAPE

A data file can be saved to either disk or tape. If a disk drive is attached to your system and turned on, the file will be saved to disk. Otherwise, the file is saved to tape.

It is necessary to save a file when it is first created and any time records are added, changed, or deleted. If the file has been loaded for information retrieval only, it is not necessary to save the file again.

I. SAVING TO TAPE

Select the 'SAVE' option from the main option list by typing an 'S'. The computer will beep twice. Be sure the tape is rewound, then press the <RECORD> and <PLAY> buttons on the recorder. Now press any key to begin saving the data.

MicroFiler has been specially designed to provide for fast and reliable tape storage and loading. However, it is strongly recommended that you always save two copies of your file before turning the computer off. This will help avoid loss due to bad tape or accidental erasure.

II. SAVING TO DISK

Prepare a disk by formatting it using Atari DOS but do not write the DOS files to it. (Refer to the DOS manual if unfamiliar with this procedure.) This should be done before creating a file and entering data.

When you are ready to save a data file, select the save option from the main option list by typing an 'S'. You will then be prompted for a file name. If you are saving a new file to a newly formatted disk, type whatever name (up to 8 characters) you desire for the file then press <RETURN>. If you are saving back to the same disk from which you loaded the file, then be sure to type that disk's file name. If you type a different name than the file that is already on the disk, you will be warned of this, and the disk's file name will be displayed. You may continue, in which case, the disk will be renamed and the file in memory will be saved over whatever was on the disk before.

7. LOADING A DATA FILE

If loading a file from disk, be sure the drive is on and the proper disk is in the drive. Select menu option 2, "LOAD FILE", from the **MicroFiler** menu.

If loading from tape, be sure the tape is rewound and ONLY the play button is pressed. Select menu option 2, "LOAD FILE", and press any key after the beep.

NOTE: Files created by **MicroFiler** are not DOS compatible. Also, only one data file can be stored on each disk.

8. FORMATTED PRINTING

If you have a printer, you will be able to print your data files in a nearly unlimited variety of formats using this option. Let's explore these possibilities using the computer club roster example described previously (sample data in Fig. 2).

Select the formatted print option from the main option list at the top of the screen. A new option list with two options will appear: CHANGE FORMAT and PRINT. All data files are saved initially with a default format which will simply print all of the fields in columns across the page. To see this format, type 'P'. Press <START> when prompted for search key (this will be explained a little later). The computer club file will now be printed (assuming you have typed in the sample data) using the default format.

To change the format, select the CHANGE FORMAT option. This allows you to specify a printing format. To do this, you type one character at the beginning of each field that you want to print. This character tells the printer what to do AFTER that field is

printed. The possible characters are '0' through '9' and 'S', 'D', and 'T'. The numbers indicate how many spaces you want between this field and the next one that prints on the same line. The 'S', 'D', and 'T' stand for single, double or triple spacing. If, after printing a field, you want the next field to be printed on the next line you would type an 'S' for that field's print format character. If you want double spacing between lines you would type a 'D', and so on. Lets look at some examples:

If this is the desired output:

SMITH FRED PORTLAND OR 97223

then the following format characters (typed in the FIRST position of each field) would be supplied: a '2' in the last name field, a '2' in the first name field, a '2' in the city field, a '2' in the state field, and a '0' in the zip code field (see Fig. 3). Notice that there are more than two blanks between the fields when printed. Since we specified a '2' as the format character, why are there more than two blanks? The additional blanks are from the fields themselves. Remember, the last name field is 15 spaces long. ''SMITH'' is only five characters so there are 10 blank spaces remaining in that field.

If this is the desired output:

SMITH FRED
1234 N. ELM AVE.
PORTLAND OR 97223

then the following format characters would be supplied: a '2' in the last name field, an 'S' in the first name field, an 'S' in the address field, a '2' in the city field, a '2' in the state field, and a '0' in the zip code field (see Fig. 4).

After you have supplied the desired format characters, press <START>. You will now be prompted for the number of lines left between records. Type the desired number of lines (from 0 to 99) and press <RETURN>. Now you will be prompted for the left margin. You may enter '0' if you want the output to print at the far left side of the page or, for example, '15' if you want it printed 15 spaces in from the left margin. Any number from 0 to 99 may be entered here, although the width of your printer will determine the practical limit for the left margin.

After you have entered the left margin, press <RETURN>. The next prompt asks you to enter a search key. If you want all records in the file to print, simply press <START>. If you want only certain records to print, you specify a search key (or keys), as described in section 5 for retrieving data. After you have entered the desired search key, press <START>.

Desired ouput:

SMITH FRED PORTLAND OR 97223

Print Format:

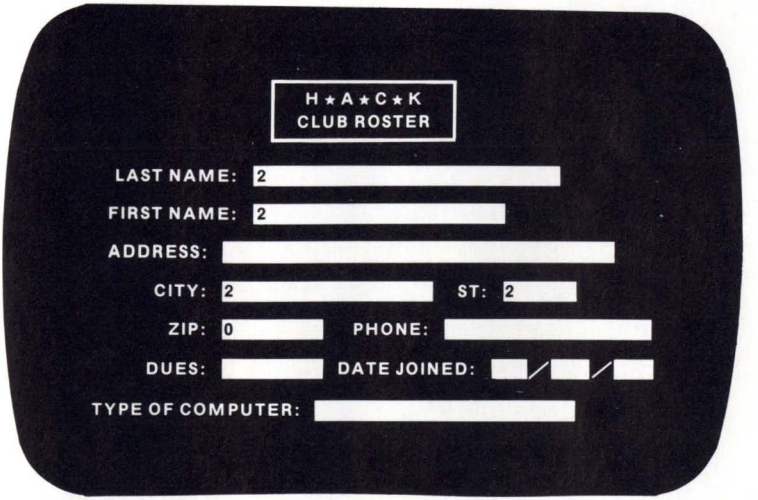


Fig. 3

Desired output:

SMITH FRED
1234 N. ELM AVE.
PORTLAND OR 97223

Print Format:

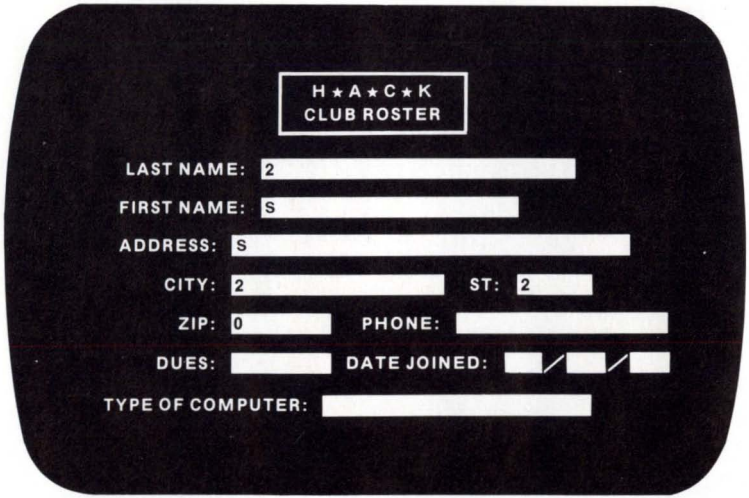


Fig. 4

9. MISCELLANEOUS

I. MEMORY REMAINING

MicroFiler loads and maintains your entire data file in memory. This allows for very fast data retrieval and for storage to tape or disk. To find out how much memory you have left for storing records, select the Memory option from the main option list.

II. SYSTEM RESET

The system reset key can be used at any time to return to the **MicroFiler** menu screen.

III. RESUME

Menu option 3, "RESUME", will allow you to return to a data file in memory and continue working with it.

For example, if you decide to discontinue a save to tape procedure while it is still recording, you can press <SYSTEM RESET> to return to the **MicroFiler** menu screen. Then select menu option 3, "RESUME", to continue working with the file.

IV. MODIFY A DATA ENTRY SCREEN

Once you have designed a data entry screen, or loaded an existing data file from tape or disk, you can modify the entry screen if desired. This, in effect, is designing an all new file but it simply allows you to begin with the old screen. Any records in memory will NOT be modified to match the new screen and will, therefore, be lost.

Hold down the <OPTION> key while selecting menu option 1, "CREATE FILE", from the **MicroFiler** menu. This time you will have your old data entry screen and the cursor. Use the cursor control keys to move the cursor anywhere on the screen and make the desired changes. Press <START> when finished. You will now have a new data entry screen and an empty file.

V. WHEN A FILE GETS FULL

When you want to add more records to a file but you've run out of memory, you can simply continue the file on a new disk or tape. Load the file as you would ordinarily, then replace the disk or tape with a blank one (be sure the new disk is formatted). Press <SYSTEM RESET> then hold down the <OPTION> key while selecting menu option 1, "CREATE FILE." Your old data entry screen should appear under the heading, "CREATE DATA ENTRY SCREEN." Press the <START> key. You now have your old data entry screen with an empty file. Enter new records into the file and save these on the new disk or tape.

APPENDIX A
GLOSSARY

BACKWARD SLASH. The character: '\'. Obtained by holding the shift key and pressing the '+' key.

DATA. A general term for any information used by a computer.

DATA ENTRY SCREEN. All of the field labels, data fields, graphics character enhancements, etc., that together make up the screen with which data will be entered into the file. Fig. 5 is an example of a data entry screen.

DATA FILE. See FILE.

DOS. Disk Operating System. See manual for disk drive.

EXPONENTIATION CHARACTER. The character: '^'. Obtained by holding the shift key and pressing the '*' key.

FIELD. Fields are the inverse video areas on the screen that contain the specific information that together make up a record. For example, in a holiday greeting card file, each record would contain fields for the person's name, street address, city, state, zip code, and perhaps other fields for information such as cards received and sent (Fig. 5).

FILE. A file is any collection of like information. For example, a collection of the names and addresses of all the people to whom you send holiday greeting cards is a file.

GRAPHICS CHARACTERS. The set of characters obtained by holding the control key then pressing the alphabetic keys. These characters can be used to enhance the appearance of your data entry screens (Fig. 5). See your computer manual for more details on graphics characters.

INVERSE VIDEO. Dark lettering on a white background rather than white lettering on a dark background (Fig. 5).

KEY. See SEARCH KEY.

MAIN MENU. This is the list of options presented on the first screen of **MicroFiler.** This screen is displayed when turning on the

computer with the **MicroFiler** cartridge in place, and any time <SYSTEM RESET> is pressed.

MESSAGE LINE. Line at the bottom of the screen used for instructions and error messages (Fig. 5).

OPTION LIST. Other than when designing a new data file or when the main menu is on the screen, there will be a list of operation options at the top of the screen. Selecting an option is simply a matter of typing the one letter in each option that is highlighted (inverse video). All of these options are explained in detail in the body of this manual (Fig. 5).

RECORD. The name and address of one relative or friend would be a record in a file of people to whom you send holiday greeting cards (Fig. 5).

SEARCH KEY. The information provided to tell the computer what to search for. The search key "ED" placed in the first name field tells the computer to find all entries with "ED" in that field.

VERTICAL BAR. The character: '|'. Obtained by holding the shift key and pressing the '=' key.

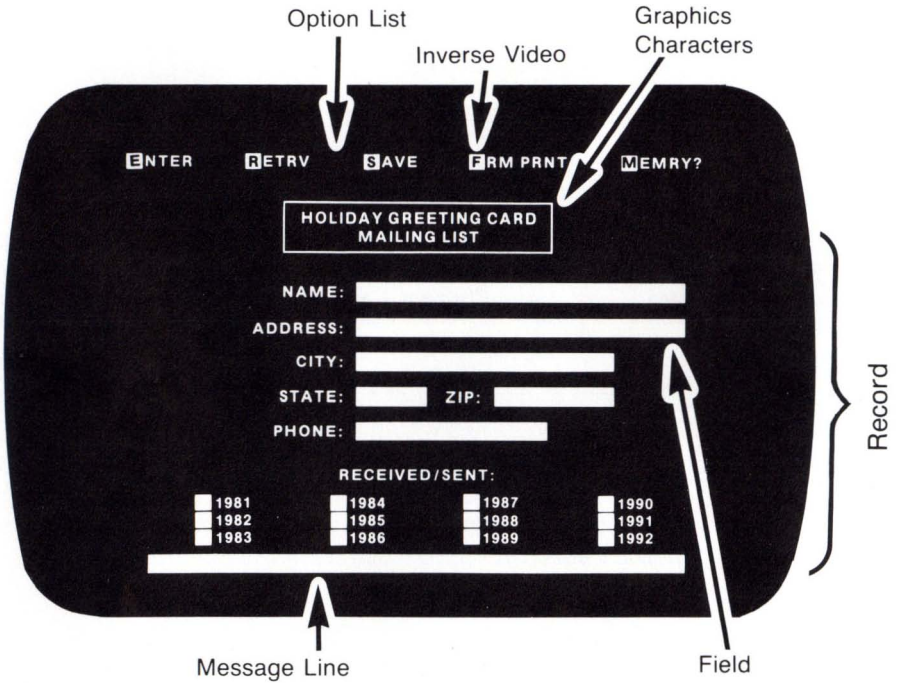

Option List
Inverse Video
Graphics Characters
ENTER
RETRV
SAVE
FRM PRNT
MEMRY?
HOLIDAY GREETING CARD MAILING LIST
NAME:
ADDRESS:
CITY:
STATE:
ZIP:
PHONE:
RECEIVED/SENT:
1981
1982
1983
1984
1985
1986
1987
1988
1989
1990
1991
1992
Record
Message Line
Field

Fig. 5

APPENDIX B
MESSAGES

BEGINNING OF FILE: Record currently displayed is the first record in the file.

CASSETTE I/O ERROR: An error occurred while reading in a file from cassette. Rewind the cassette and repeat the load procedure.

EMPTY FILE: There are no records stored in this file.

END OF FILE: Record currently displayed is the last record in the file.

ENTRY REQUIRED HERE: The field indicated is a character type field and must have an entry.

FILE NAMES DO NOT MATCH: The file name you have typed does not match the name of the file on the disk in the drive.

INVALID CHARACTER IN NUMBER: An invalid character (valid characters are '0' to '9', a decimal point (.) or minus sign (-) has been entered in a numeric field.

MEMORY FULL: There is no more room in memory. Additional records will need to be stored in a new file. (See page 33)

MUST HAVE RECORD DISPLAYED: The procedure selected from the option list requires a record to be displayed first.

NO SEARCH KEY SPECIFIED: A search key is required, but has not been entered.

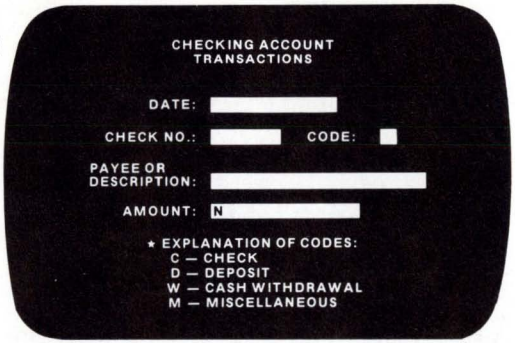
PRINTER DOES NOT RESPOND: Your printer is not properly attached to system or is not turned on and selected.

THIS DISK: XXXXXXXX CONTINUE? (Y/N): This message displays the name of the file on the disk in the drive. If you are renaming a file, or saving a new file over one that is no longer needed, then simply type "Y" to continue.

WRONG DISK IN DRIVE: The disk from which you have attempted to load a file does not have a **MicroFiler** file on it.

APPENDIX C
SAMPLE DATA FILES

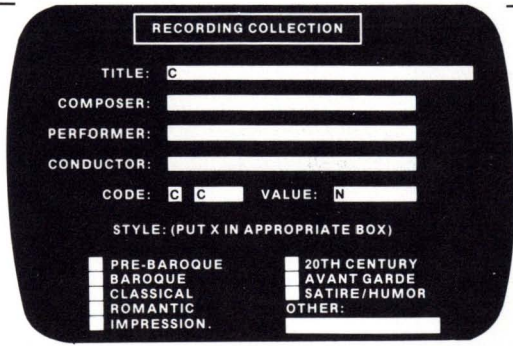
The following sample data files show some of the various ways in which **MicroFiler** can be used. This list is by no means exhaustive. In fact, the uses for **MicroFiler** are limited only to the imagination of the user!



Use this file for recording all of your checking account transactions including checks, deposits, cash withdrawals, service charges, interest payments, etc. Be sure to enter any transaction which reduces your balance (checks, cash withdrawals, service charges, etc.) as negative numbers. For example, a check written for $12.34 would be entered -12.34. To determine your balance at any time simply select the "SUM" option. Your current balance will be displayed in the "AMOUNT" field.

The transaction code allows you to retrieve records of specific types of transactions. For example, if you want to see all the checks that have been recorded then select the search option and type a ''C'' in this field as a search key. If you have a printer you can print a list of the checks written to aid in balancing your checkbook.

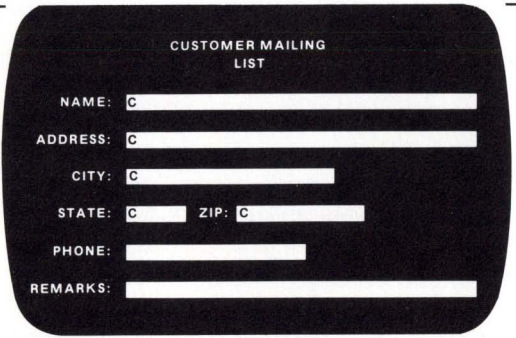
The first record should be one in which you enter your begining balance much the same way you do with a normal check recorder. A 16k computer will be able to hold over 300 records, a 48k over 900. When you need more room follow the procedure for starting a new file with an old screen design ('WHEN A FILE GETS FULL', section 9).



This file is designed for cataloging a collection of classical music recordings. You may not have a collection of this type but this example should give you some ideas of how to design a file for other

types of collections such as books, coins, stamps, etc.

The usefulness of a file such as this one is the ability to search for specific entries. For example, if you needed to find a particular symphony by Beethoven you would simply select the search option then type the title of the work in the "TITLE" field and "BEETHOVEN" in the "COMPOSER" field as search keys. The code of the record retrieved should tell you exactly where to find that recording. Similarly, all recordings of a particular style can be retrieved by searching for an "X" in the field next to the desired style.



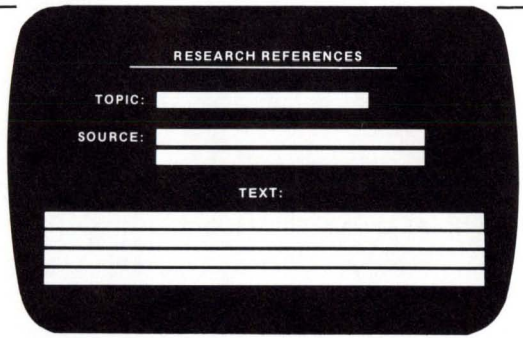
One of the most valuable assets of a small business is an accurate list of its customers. A file such as this one would be very useful in maintaining such a list. Additions, changes, and deletions to the list or searching for and retrieving customer data can be done quickly and easily.

If you have a printer then you will be able to use this file to print mailing labels. This use alone will save many hours of typing! Add a few more fields relevant to your business and you can make it even more powerful. For example, an insurance agent could include a field for policy expiration date then use this field as a search key field to determine which customers need to be sent renewal notices. A travelling sales person could use the city or even zip code fields as search fields to mail letters to just the customers of the area he plans to be in next month. The possibilites are really endless!

To print mailing labels from this file you would need to do the following:

1. From the main option list select the "FRM PRNT" option.
2. From the next option list select the "Change Format" option.
3. Type the following print control codes:
   - an "S" in the "NAME" field
   - an "S" in the "ADDRESS" field
   - a "2" in the "CITY" field
   - a "2" in the "STATE" field
   - an "S" in the "ZIP" field
4. Press the <START> key
5. You will need to experiment to determine how many lines to leave between labels. Try 3 to start, but you may need to adjust this for your particular labels.

6. For single wide labels set the left margin at 0. For multiple width labels you can print some at 0 then reset the left margin to print on the remaining labels.
7. After you have tested the print format and are satisfied that it is correct, save the file back to disk or tape. The print format is always saved with the file so you don't have to redo it each time.



Use a file such as this to keep research notes. Enter the topic, source, and text of a reference for future retrieval. You will be able to search for a particular topic, source, or even a specific word within the text itself. When searching the text (which is actually several long fields together) use the full-record search as described in section 5 (p. 21).

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